

APPLICATION FOR RECORDS RETENTION SCHEDULE

FOR DHR USE ONLY

Application Date Application Control Number
August 11, 1997 093-1.wpd

Schedule #: 97-0045
Effective Date: 10-21-97
Sheet: 1 of 4

FOR ARCHIVES AND HISTORY USE ONLY

Control No. Schedule No. Date Received Date Completed

1. AGENCY NAME AND ADDRESS (proponent)

Georgia Child Care Council
Two Northside 75, Suite 225
Atlanta, GA 30318

2. PERSON TO CONTACT

Working Title

Phone No.

Gerald Poe

Records Management Officer

(404) 657-6210

3. ACTION REQUESTED

New Records Retention Schedule

4. DATES OF SERIES

Earliest/Latest
7-1-1992/Ongoing

5. RECORDS SERIES TITLE

Contract Files

6. DIVISION AND OFFICE FUNCTION(proponent)

Function: Establish criteria for determining eligibility for grants from the child care fund and authorize disbursement from the fund based upon applications from local organizations. Promote the development of innovative and effective child care programs.

See enclosed Proposed Records Retention Schedule 093-2.wpd for documents used to fulfill the above function.

7. RECORDS SERIES DESCRIPTION (proponent)

See enclosed proposed Records Retention Schedule 093-2.wpd. Paper record samples are also enclosed.

*. MONTHLY REFERENCE RATE (proponent office)

1 to 6 months	18	;	6 to 12 months:	18	;
12 to 18 months	6	;	18 to 24 months:	3	

9. ANNUAL RATE OF RECORDS ACCUMULATION (proponent office)

Letter size drawers: ; Legal size drawers: ;
Shelves: ; Other (specify): 18 (01size) record boxes

10. QUESTIONNAIRE (Answer Yes or No)

- Yes **a. Is this the official copy of the series ?
If not, where is it ?**
- No **b. Does this series contain confidential information requiring
security handling? If yes, cite law or regulation.**
- No **c. Is this a vital record ?**
- No **d. Does this series have historical or long term research value ?**
- No **e. When one or two documents in the file make it necessary to keep
the entire file for a long period, could these documents be scheduled
separately ?**
- No **f. Is the information in this series ever published ? If yes, attach
copy.**
- Yes **g. Is the information in this series ever analyzed and/or recorded in a
summary report ? If yes, attach copy. See sample: Contract
Programmatic Report**
- No **h. Is there a duplication of this series in your office, or in another
office or agency ? If yes, where.**
- No **i. Is this series (or a major part of it) regularly microfilmed?**
- No **j. Does the record series result in a computer printout ?**

11. RETENTION REQUIREMENTS> The following requires the series to be kept:

See enclosed copies of Georgia Laws, Federal Register and Plan for the Child Care & Development Block Grant (EXHIBIT-B).

12. RECOMMENDED DISPOSITION INSTRUCTION INSTRUCTIONS:

See proposed Records Retention Schedule 093-2.wpd.

APPROVAL SIGNATURES/ DATES

Section Manager or
Director Signature Susan Maxwell

Title Executive Director Date 8-19-97

Records Coordinator or
Alternate Signature Brenda Prather

Title Program Assistant Date 8/20/97

DHR Records
Management Officer Signature Gerald Po

Title RMO Date 8-20-97

The State Records Committee has authorized the approval of these disposition instructions for the record series described in the attached retention schedule application.

Edward Weldon

Edward Weldon
Secretary of State Designee

10-23-97
Date

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Family and Children Services

Schedule #: 97-0045

Section/Unit: Georgia Child Care Council

Effective Date: 10-21-97

Sheet: 4 of 4

Schedule No.: 093-2.wpd

Date: 8/11/97

Record Series Title: Contract Files

Description: Included, but not limited to, are: Copies of contracts when Georgia Child Care Council Selection Committee selects an agency, institution, or individual to which to contract to perform a service; contractors application for funding, monitoring visit reports; reports submitted for reimbursement, back-up documentation needed for reimbursement; correspondence relating to contracts, and contract amendments. Also included are the Contract Programmatic Reports.

File Arrangement:

Alphabetically by contract name, thereunder by category of service.

Retention/Disposition Instructions:

Cut off files at end of each federal fiscal year; hold in current files area two years; transfer to State Records Center; hold two years; then destroy.

Exception: Do not authorize records destruction until federal and/or state audits have been completed.

Confidential: No - Open Record.

Supersedes: None - New Schedule